



Nevada Public Agency Insurance Pool
Public Agency Compensation Trust
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
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**APPROVED MINUTES OF THE
NEVADA PUBLIC AGENCY INSURANCE POOL AND
PUBLIC AGENCY COMPENSATION TRUST
HUMAN RESOURCES
OVERSIGHT COMMITTEE MEETING**

Date: December 3, 2010 Time: 10:30 a.m.

**Place: Humboldt County Courthouse
50 W. 5th Street
Winnemucca, NV 89445**

1. Oversight Committee Roll Call:

Members participating: Chairman Curtis Calder; Bill Deist; Ann Murdoch; Geof Stark; Darcy Worms; Steve Englert; and Ben Zunino. Not present: Bob Davidson; Ben Sharit; Jose Delfin; and Pat Whitten. PRI staff: Jeanne Greene, Christine Vido, and John Bates. POOL/PACT Staff: Wayne Carlson and Ann Wiswell. Additional Guests: Larry DeVincenzi and Denise Arguello.

2. Action Item: Approval of Minutes of Meeting September 17, 2010.

Ben Zunino made a motion to approve the minutes of September 17, 2010, as presented. Geof Stark seconded the motion. Motion was carried.

3. Action Item: POOL/PACT Communications Plan

Ann Wiswell explained that the POOL/PACT strategic plan, specifically the communications plan for 2009-2012 was reviewed and adopted by the full board in April 2009. The goal of the communication plan is to enhance written communication with members and provide better access to information. A communications professional has been enlisted to assist in this process – Larry DeVincenzi with SmartBrand. It was suggested that HR communications be incorporated into the overall plan for POOL/PACT. Changes to scheduled communications will affect newsletters and bulletins to start. Larry DeVincenzi discussed the recommendations in which the communications would be presented. Five specific audiences are being targeted and categorized (education, fire, water, police, and municipalities). The recommendation is to break up the information into the five categories so the members can go out to the website and look for information that is relevant and specific to them. A newsletter format was presented. It will be available in PDF format and available online. Curtis Calder asked if the plan was scheduled to begin in January. Ann Wiswell confirmed that was correct. Jeanne stated that HR will bridge all five categories of members, but there was some information that would be specific to schools only. Jeanne stated that the major change is that there will no longer be an HR newsletter; it would become a single newsletter format that would include both risk and HR components. Geof Stark asked if it would mean that the members would receive less HR focus. Jeanne responded that if the Board approves the change it would be less HR specific information in the newsletter. The other communications such as bulletins, alerts, and emails will continue to be released. The committee needs to approve the change of newsletter from the current format into the new proposed combined format with POOL/PACT. Curtis Calder asked if the newsletter will be in an electronic format – no hard copies.



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Jeanne responded that a format that is similar to that used for the last two newsletters will be used moving forward. Geof Stark asked if there was going to be a link emailed out to the members to remind them to look for the newsletter. Ann Wiswell explained that an email will be sent with a newsletter showing condensed articles for review. If an individual reads the first paragraph and would like to continue looking at the article, they would click on it from the email and then be transported to the website where the full article will be housed. Curtis Calder asked if there is a counter that determines how many people are accessing the newsletter online and Jeanne responded that there is nothing at this time – but Larry DeVincenzi advised that will be available in the new system. Curtis Calder asked if anyone would like to make a motion regarding the consolidation of the HR newsletter into the overall POOL/PACT newsletter. Ben Zunino made a motion to approve the newsletter consolidation. Geof Stark seconded the motion. Motion was carried.

4. Item: Report on Current Activities

Jeanne Greene began discussion on the activities identified in the following order:

- **10/11 Strategic Plan** (July 1, 2010, through June 30, 2011)

Three Courses to be Rewritten - Three courses will be rewritten this year. They have not been started because the focus has been on the revision of current courses. Jeanne indicated that the new courses begin in January.

Course Revisions - A number of courses have been revised this year. The primary revision has been on the Essential Management Skills (EMS) training. All four sessions were revised because it is such a high-demand course.

E-Learning Courses – Two are scheduled for total rewrite and will begin after January.

Newsletters – The current newsletter is scheduled to go out on December 15th. This will be the last Personnel Management Perspectives. In January, the articles will be incorporated into the overall POOL/PACT newsletter.

Regional Training Courses – Seven EMS courses are scheduled this fiscal year. Eureka has started and will be completed on December 14th with 32 participants. Lyon County School District completed the course earlier this week and had 23 participants. Elko has also started and has 28 participants. Lovelock is scheduled to start in February and 35 participants are signed up. Lyon and Churchill Schools have a session beginning in January and there are 36 participants signed up. There are two sessions in Carson City scheduled in the spring with 33 participants signed up in each class. There was one HR Certification Program. The course is complete and there were 14 people who completed the course. The Workplace Violence Awareness Course is a regional training that has been scheduled to be delivered in Pahrump in February 2011. The Good, The Bad and The Ugly, Lessons Learned will be presented by John Bates in Elko sometime in the spring.



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Four Mandatory Online Courses – Quite a few people have gone through the training. POOL/PACT HR strongly recommends all new hires take each course as a part of their orientation. Each course takes approximately 20 minutes.

Power Course – POOL/PACT HR took over this class from Larry Beller when he moved out of state. Stacy Norbeck did this course with NV League of Cities in August and had nine participants. The course was done with NACO in November with 15 participants.

Level 3 Surveys – Jeanne stated that this is currently used for EMS, HR Rep, and Customer Service trainings only. Two to three months after training, the survey is sent out. Participants are being asked if they have been able to implement and utilize the information they received in the training sessions. The information will be used to update and modify the trainings in the future.

New HR Briefings - Three new briefings scheduled for development this year. Due Process 101 is complete. The Genetic Information Nondiscrimination Act (GINA) is another new briefing now online. The GINA briefing explains that the employer cannot receive genetic information when employees go out for medical testing (i.e. drug, alcohol, fitness-for-duty testing). Ben Zunino asked if there was a form available to review with this information. Jeanne stated that we would email it to him. Wayne Carlson asked what clarity there was to determine what was considered genetic information. Jeanne said that the regulation goes into great detail regarding that information and is explained in detail in the briefing.

Alerts – An alert for GINA was released on 11/19/10.

Webinar – Recognizing and Motivating Employees is scheduled for December 16, 2010.

Bulletins – Posted every two weeks on subjects of interest.

Updating HR Briefings – Ten are scheduled to be updated this fiscal year. Fourteen have been updated so far this year. ADA has been on hold for over a year, waiting for federal regulations to be released.

FAQ Section on Website – Plan for link on POOL/PACT website. It is on hold at this time because it is going to be incorporated into the overall POOL/PACT communications plan.

Statistics – Trainings - 73 scheduled, 46 are completed; 113 member organizations participated with 1,815 participants. **E-learning** – 927 individuals have completed HR courses. **HR Briefings** – 33 scheduled; 22 completed. **Policy Development** – 28 scheduled; 6 completed (Yerington, Carson Water Subconservancy District, Lyon Schools, Lander Schools, Storey County, and Eureka County).

Recruitment & Hiring Coaching – New program being offered by POOL/PACT HR. The superintendent of Esmeralda Schools has given notice of resignation. POOL/PACT HR is working with school board and staff in the process. Jeanne Greene met with their board a couple weeks ago and developed a brochure for recruitment purposes and a plan of action. POOL/PACT



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HR has identified websites in which they can advertise for little or no cost. Jeanne stated it is a difficult place to recruit due to the location and small size of the district.

Policy Review – The personnel policies are reviewed on a quarterly basis. There is another section that will go up on 12/15/10 that will include the changes to GINA. The Vehicle Operators Drug and Alcohol policy for CDL holders has been updated due to changes in federal law effective October 1st. Also new policies have been developed for small organizations. This is a result of number of requests from smaller organizations. The new small policies had sections removed that were not required by law. They were released on 12/2/10. Jeanne is hopeful that with these new small policies, more small organizations will adopt them. The City of Carlin is the first one and Glenn Trust has it on the city council agenda in January to adopt.

HR Compliance Assessment Program FY09/10 – There were ten assessments last year. Lyon County completed the assessment and was awarded \$500. Jeanne is hoping that three more applications will be presented to the board at the next meeting.

HR Compliance Assessment Program FY10/11 – The City of Carlin will be completed before the next meeting. Jeanne commented that the rest of the participants still have a ways to go.

Curtis Calder stated that the strategic plan is comprehensive and did not see any problems. Jeanne said that POOL/PACT HR is still on track to complete the projects by the end of the year.

- **Employment Opportunity Listing Website** – Report shows numbers of those accessing the website. Jeanne stated the number of visitors have declined in October over the previous month. Jeanne thought this might be due to individuals knowing that the public sector was not hiring at this time. Geof Stark asked for a comparison to last year's figures.

5. Item: Report on Other Activities

- **HR Problem-Solving Reports** – This is for the 1st quarter of FY10/11. These are cases that have been reported that are out of the norm, complicated, or high profile. There were no questions on the report.
- **FY 10/11 Report on Employment Related Claims** – Jeanne commented that it is interesting to note that in FY09/10, eight claims have closed with no cost. Jeanne said looking at FY10/11 at the time that this was printed, only nine claims were opened.
- **Legislative Tracking** – Curtis Calder said that this is something that was discussed at the last meeting to keep up with HR related issues. Jeanne stated that BDRs have been identified that may impact HR. Once they start to become bills they will be kept or deleted based on the language within the bill. Jeanne advised the committee that Christine Vido has created a tracking system in excel. Christine Vido explained how the spreadsheet works by linking the BDR to the bills and then to the eventual NRS number. Each bill will have its own worksheet in order for notes to be added with regard to the different stages of hearings and approval. Ben Zunino asked if the spreadsheet shows who sponsored the bills. Christine Vido said not presently, but it could be added. Curtis Calder said that he thinks the system will work well. Darcy Worms asked if it



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would be emailed out to everyone. Christine Vido said at this time, the oversight committee will be emailed and to anyone else who might be interested.

6. Action Item: HR Assessment Grant Application Approval

\$500 grant application is for Humboldt County. Bill Deist will abstain from the vote of this item since it is for Humboldt County. Curtis Calder confirmed that there was still a quorum. Jeanne Greene stated that POOL/PACT HR did the assessment with Bill Deist and Brenda Wiley and they have complied with all of the recommendations. Humboldt County needed to implement new policies to address federal changes in law, updated their job descriptions, and forms. POOL/PACT HR recommends approval of the grant. Curtis Calder made the motion to approve the application. Ben Zunino seconded the motion. Motion carried.

7. Action Item: Schedule Next Regular Meeting for POOL/PACT Oversight Committee

Curtis advised he still needs to have a Friday meeting date. It was agreed that the next meeting date would be March 18, 2011, at 10:30 a.m. in Carson City.

8. Item: Public Comment – No public comments made.

9. Action Item: Adjournment

Curtis Calder called the meeting adjourned at 11:45 a.m.